

**Please let this be a reminder that all DOR postings to our websites (intranet and internet) should be directed to Cindy Lanham at [cindy.lanham@ky.gov](mailto:cindy.lanham@ky.gov). Thank you.**

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Greetings,

Effective immediately there will be a new policy for requesting updates or changes to any pages connected to the Finance and Administration website. If in the past anyone from your department sent requests to Sarah Gilkison, please send all such requests going forward to me via email at [cindy.lanham@ky.gov](mailto:cindy.lanham@ky.gov). Sarah has taken on new roles within DOR and no longer will be assisting with web management. If there is a person(s) on your staff who already manages your pages, please continue with business as usual. Always keep in mind that any requests for updates, postings, changes should be submitted **as early as possible** to allow ample time to communicate the requests to our web management team and for them to make any changes. If you know a new link or advisory must be on your site by a certain date, go ahead and send it to me in advance and I'll make sure it is posted on the required date. It makes it very difficult if we get requests the same day something must be done. If you have any questions or concerns about this new policy, please contact me. We are hopeful that this will be a smooth transition with no interruption to your web needs. In fact, it should simplify the process and increase our response time.

Thank you for your cooperation!

Cindy

**Cindy Lanham**

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